## CITY OF SAN JOSE ANNUAL BUDGET PROCESS

## CITY MAYOR RESIDENTS & CITY COUNCIL **ADMINISTRATION Review of Prior-Year** Annual Report of Prior-Year Input on Budget Priorities Financial and Service Financial and Service Results and Direction Through: Results Report to City Council and Community ■ Direct contact with October on results achieved Provides feedback and Mayor and City Council guidance to Administration ■ Customer and Community-wide Surveys on service enhancement priorities November Begin Update of City Service Area (CSA) Five-Year Strategic Business Plans and Two-Year Action Plans December CSAs develop service delivery and investment strategies for upcoming budget **Ianuary** process with employee involvement Transmit to Council City Manager's **Budget Request and Updated 5-Year** Forecast and Revenue Projections for the General Fund and Capital Improvement Program February Projects revenues for next 5-year period. Projects General Fund expenditures at amounts that allow same service level as previous year Finalize Proposed Business/Action Mayor's Budget Message Plans and Investment Strategies Provides more specific CSAs incorporate strategic planning and March direction for preparation of City Council direction into results-driven the Proposed Budget spending plans **Evaluate Investment Strategies and** All Other Budget Issues April Analyze investment strategies and other service delivery options within context of fiscal outlook Initial Public Hearing on Release CSA Business Plans and City Review Proposed Budget in **Proposed Budget** Manager's Proposed Budget/Capital **Budget Study Sessions** City Council meets to Improvement Plan Working sessions with City receive public input on Provide strategic service planning Manager, CSA and **Proposed Budget** context and City Administration's department representatives proposed revenue projections and to review details of the May balanced spending plan **Proposed Budget** Release of Mayor and City Release of City Manager's **Council Budget Documents Budget Addenda** Administration's reports and Requested reports and amendments to the Proposed Budget amendments to the Proposed are submitted for City Council review **Budget** during Budget Study Sessions **Public Hearing on Final** Mayor's Final Proposed June **Proposed Budget Budget Modification Modifications** Memorandum Last opportunity for public Changes to Proposed Budget input on Proposed Budget based on feedback from City Council and Public